

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: September 15, 2004

Division: Public Safety

Bulk Item: Yes X No

Department: Emergency Management

AGENDA ITEM WORDING: Approval to waive purchasing policies and procedures and enter into a Purchase Service Order (PSO) with RC Quinn Consulting, Inc., to provide a revised Local Mitigation Strategy Plan (LMS), in the total amount not to exceed \$26,667.00

ITEM BACKGROUND: The Department of Community Affairs has obligated Hazard Mitigation Grant Program funds in the amount of \$20,000, to assist in the revision of Monroe County's Local Mitigation Strategy (LMS) Plan. Due to staff limitations, it is our intent to have the document prepared by an outside consultant. In order to meet the specified time frames for the deliverables outlined in the grant agreement, we are requesting Board's approval to waive the purchasing policies and procedures concerning the competitive bid process. In anticipation of that, written price quotes were solicited for the requisite scope of work. Three quotes were received as follows: RC Quinn Consulting, Inc., not to exceed \$26,600.00; ERI International, Inc., \$29,500.00; Industry and Environmental Engineers, not to exceed \$29,750.00. We request approval to enter into a PSO with RC Quinn Consulting in an amount not to exceed \$26,667.00.

PREVIOUS RELEVANT BOCC ACTION: On August 18, 2004, Board approved Federally Funded Subgrant Agreement with Florida Department of Community Affairs for the revision of the County's Local Mitigation Strategy (LMS) document.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$26,667.00

BUDGETED: Yes No X

FEDERAL MATCH: \$20,000.00

Ad Valorem -

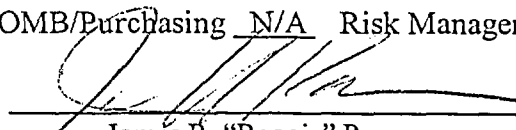
LOCAL MATCH: \$5,667.00

SOURCE OF FUNDS: General Revenue Fund Reserves

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty N/A OMB/Purchasing N/A Risk Management N/A

DIVISION DIRECTOR APPROVAL:


James R. "Reggie" Paros

8/31/2004

DEPARTMENT DIRECTOR:


William A. Wagner, Jr.

8/30/04

DOCUMENTATION: Included X

To Follow Not Required

DISPOSITION: **AGENDA ITEM #** C12

RCQUINN
CONSULTING, INC.

153 Prince George St. #2 • Annapolis, MD 21401-1721

410.267.6968 • fax 410.267.5977

rcquinn@earthlink.net

rcquinnconsulting.com

August 30, 2004

Thomas J. Stufano
Monroe County Office of Emergency Management
Monroe County, Florida

RE: Revision and Update of the Local Mitigation Strategy

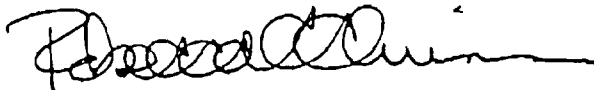
Dear Mr. Stufano:

I have reviewed the Scope of Work from the Department of Community Affairs' grant awarded to Monroe County to revise and update the Local Mitigation Strategy to comply with the latest regulations issued by the Federal Emergency Management Agency for hazard mitigation planning (referred to as Section 322).

Please note that I have been advised by DCA that the hazard identification and risk assessment contained in the existing LMS is acceptable, thus work does not require new analyses of that nature. Further, as you are aware, the mitigation planning requirements are heavily focused on the planning process; therefore, the active involvement of your LMS members is required for successful completion of the work. Members may be asked to attend meetings, provide input, review drafts and participate in decisions.

I am pleased to accept the opportunity to work with your office and other LMS members to undertake the work outlined in the Scope of Work for an amount not to exceed Twenty Six Thousand, Six Hundred Dollars (\$26,600.00).

Sincerely,



Rebecca C. Quinn, CFM
President

MITIGATION • NFIP • CODES • PLANNING

Rebecca C. Quinn, CFM

Hazard Mitigation and Floodplain Management Specialist

Contact Information:

Rebecca C. Quinn, CFM
RCQuinn Consulting, Inc.
153 Prince George St. #2
Annapolis, MD 21401-1721

www.rcquinnconsulting.com

Phone: (410) 267-6968
FAX: (410) 267-5977
rcquinn@earthlink.net

MBE certified by Maryland
DOT: #01-159

Ms. Quinn, a nationally Certified Floodplain Manager, has more than 24 years of experience in all phases of hazard mitigation and floodplain management. Her background includes 10 years as the Maryland State Hazard Mitigation Officer dealing with floods, hurricanes, severe winter storms and forest and wildfires. Ms. Quinn's hazard mitigation experience spans federal, state and local programs ranging from hazard identification, mitigation planning alternatives analyses, project selection, environmental reviews and permit requirements.

As Maryland's State Coordinator of the National Flood Insurance Program, she was responsible for administration of flood mitigation grant programs, CRS assistance, and oversight of local flood management programs.

SELECTED PERTINENT EXPERIENCE – MITIGATION & PLANNING

Local Hazard Mitigation Planning: City of Augusta, GA; Jefferson Drainage District #6, TX; Prince George's County, MD; Travis County, TX; Pearland, TX; Kent County, DE; City of Rocky Mount, NC; City of Florence, SC; Caddo Parish, LA; Town of Grundy, VA. *Hazard Mitigation Planning Specialist and/or Technical Advisor:* Lead communities through the planning process designed to produce a plan that meets the requirements of federal programs that provide financial assistance for mitigation projects (HMGP, FMA) and insurance discounts (NFIP/CRS). The plans identify hazards and risks, evaluate current programs and policies, formulate mitigation goals and future actions, and involve the public in setting priorities. Current NFIP floodplain management regulations and subdivision ordinances are critiqued and options for increasing credits under the Community Rating System are recommended.

FEMA's National Flood Insurance Program Repetitive Loss Action Plan; *Mitigation Specialist:* Provided technical writing, coordination and organizational assistance, and advice to FEMA to document the repetitive loss problem and the agency's decisions regarding programmatic and actions to pursue to reduce the impact of repetitive insurance claims on the National Flood Insurance Program (July 2004, final draft).

State Hazard Mitigation Plan (Section 409), Virginia Department of Emergency Management; *Project Manager and HMGP Planner.* Lead the development of a multi-hazard, interagency hazard mitigation plan, including research into the frequency and magnitude of hazards and impacts on exposed people and property. Researched existing statutory authority of pertinent agencies; facilitated identification and prioritization of mitigation actions. Subcontractor.

Plan Review: Flood Mitigation Assistance Plans, South Carolina Department of Natural Resources; *Mitigation Planner.* Reviewed draft plan for consistency with federal planning guidelines; prepared comments to guide revisions to achieve in acceptable plan.

Hazard Mitigation Grant Program Guidance Documents, Florida Department of Community Affairs; *Project Manager*: Developed two detailed, hands-on guidance documents: One to help local jurisdictions develop floodplain acquisition and elevation projects with specific focus on policies and unusual situations pertinent to implementation; the other to help applicants complete documentation to apply for grants to support a wide variety of mitigation projects, including floodproofing retrofits of water and wastewater treatment plants

Multi-Hazard Identification and Risk Assessment Report (1997), Federal Emergency Management Agency; *Task Manager*: Managed final preparation and technical editing of the report, prepared to fulfill an objective set forth in FEMA's National Mitigation Strategy. Baker researched nineteen atmospheric, geologic, hydrologic, and seismic hazards. Concise descriptive summaries were prepared for each natural hazard and selected technological hazards that may be triggered by natural events. The report, supported by extensive graphics generated by GIS technology, describes how hazards are identified and how risks are assessed.

Hazard Mitigation Policy, Planning and Projects, Maryland Department of Natural Resources, Water Resources Administration; *State Hazard Mitigation Officer*: Prepared components of Maryland's hazard mitigation plan and strategy, including forest and wildfire hazards and floods. Conducted planning workshops and guided development of hazard mitigation plans by nine counties. Identified, evaluated and prioritized damage reduction alternatives and allocated state and local funding. Developed grant applications with State agency and local applicants. Initiated Maryland's program to prepare digital floodplain mapping for every county and town. Developed and led state hazard mitigation team, and conducted workshop. Analyzed statutes and regulations pertinent to floodplains through interviews and document review, evaluated agency construction requirements and formulated initiatives to reduce exposure of people and property. Prepared inventory of State facilities subject to flooding; prepared inventory of flood-prone public schools; developed floodproofing grant for a public school.

State Coordination of National Flood Insurance Program, Maryland Department of Natural Resources, Water Resources Administration; *State Coordinator*: Directed State's evaluation of local floodplain management programs designed to fulfill requirements of the National Flood Insurance Program. Worked with local jurisdictions to evaluate eligibility under the NFIP's Community Rating System, to prepare CRS applications, and to address program deficiencies. Resolved conflicts in policies, made recommendations on complex permit and variance actions, and advised development community and private property owners on floodplain management. Managed development of technical workshops for community officials.

Awards

Association of State Floodplain Managers, Inc. Awarded the Association's highest honor in June 2000, the Goddard-White Award, established to recognize the contributions to floodplain management made by Gilbert White and Jim Goddard. The award is given to individuals who are highly instrumental in carrying forward the goals and objectives of floodplain management throughout the nation.

Education

Doctoral Studies
Johns Hopkins University

M.S.E., 1982
Environmental Engineering
Johns Hopkins University

B.A., 1974
Environmental Science
University of Virginia



ERI International, Inc.

4537 Foxhall Drive N.E.
Olympia, WA 98516

Phone: (360) 491-7785
Fax: (360) 493-0949

InterNet Home Page Address: <http://www.eri-intl.com>
E-Mail Address: info@eri-intl.com

TO: TOM CULLEN
REP Coordinator

I Description

ERI will assist Monroe County in the revision of the County Local Mitigation Strategy (LMS) as stated in "Attachment B, Scope of Work" that we received by fax.

Besides compiling with the federal Disaster Mitigation Act of 2000, the purpose of a LMS is to develop a unified approach among the community for dealing with identified hazards and hazard management problems. The LMS serves as the tool to direct the community's ongoing efforts to reduce vulnerability to the impacts produced by both the natural and man-made hazards. The LMS will also help establish funding priorities for currently proposed mitigation projects and develop priority mitigation projects to be completed with such mitigation assistance funds as may be made available.

The implementation of mitigation programs is a key component to achieving a "sustainable community," one in which people, businesses, and institutions are protected from the disruptions and impacts of emergencies and disasters. Hazard mitigation planning must be closely coordinated with a community's overall planning and development efforts intended to provide its citizens a safe, healthy and prosperous place to live and work.

II ERI Experience.

We have over 10 years experience performing hazard vulnerability assessments (HVAs) and writing mitigation plans (aka LMS). Recently we have written mitigation plans for Jefferson County, Alabama and Yakima County, Washington.

Additionally, we are very familiar with Monroe County. During the first quarter of 2004, we assisted Monroe county with the development of "Continuity of Operations Plans (COOP)" for six key departments as mandated by the state. COOP is an effort within individual departments and agencies to ensure the continued performance of minimum essential functions during a wide range of potential emergencies.

III Cost

ERI will perform the scope of work for \$29,500.00.

Submitted by Patrick "Rick" LaValla, President, ERI International

Devane-Stacy

From: Toner-Irene
Sent: Tuesday, August 31, 2004 1:50 PM
To: Devane-Stacy
Cc: Stufano-Tom
Subject: FW: Revised Local Mitigation Strategy (LMS) Proposal

LMS Bid Proposal from Jim Brush

-----Original Message-----

From: James R. Brush [mailto:jimmyrb@msn.com]
Sent: Monday, August 30, 2004 8:27 PM
To: toner-irene@monroecounty-fl.gov
Subject: Revised Local Mitigation Strategy (LMS) Proposal

Irene,

Here is my proposal to you. Thanks for giving me the opportunity to work on this project.

The original signed version is in the mail to you.

Thanks,

Jim

PROFESSIONAL SERVICES WORK ORDER

This agreement entered into _____, 2004 between the Project Prime Consultant, **Industry and Environment Engineers**, 103650 Overseas Hwy., Key Largo, FL, 33037 (hereinafter called the Engineer), and the Client, **Monroe County Florida- Emergency Management** 490 63rd Street, Marathon, Florida 33050: for services in connection with the following project: **Revised Local Mitigation Strategy (LMS)**. The Client's and Engineer's rights, duties, and obligations hereunder will be performed in accordance with the terms and conditions of the Agreement for Professional Services between Client and Engineer dated July 28, 2003, which is fully incorporated herein by reference.

I. SCOPE OF SERVICES

Scope of Project: The Local Mitigation Strategy (LMS) is a plan that seeks to reduce or eliminate, where possible, damage due to storms or other disaster events before they occur. The primary mechanism in the development and implementation of the Local Mitigation Strategy is the Local Mitigation Strategy Committee. The LMS Committee is made up of various county, state, and municipal officials, as well as representatives from concerned private and non-profit agencies. Working together to represent all interests in the community, the LMS Committee identifies potential mitigation projects, such as retrofitting existing buildings so they may be used as hurricane shelters, prioritizes such projects, and, together with officials from the State Department of Community Affairs, oversees their completion.

First-Deliverable (October 1, 2004; Suitable for submission to DCA)

Provide documentation that the public will be given an opportunity to comment on the existing Plan and for any proposed changes, at three (3) public meetings: 1) Upper Keys 2) Middle Keys 3) Lower Keys (Key West). All applicable jurisdictions will be invited to the meetings: Municipalities, utilities, government agencies, mobile-home owners associations, and the public utilizing Monroe County emergency management website, local radio spots inviting the public to attend the meetings, newspaper notices, door-to-door-letters inviting comment via e-mail, CD's of the plan and revisions available at local county libraries; Example copies will be provided.

Prepare examples of letters, public service announcements, radio spots; review existing Emergency Management media public involvement procedures, that are currently used and present proposed modifications, announcing the public meetings. Provide a list of the local jurisdictions documents to be reviewed and to be incorporated into the revised plan. This list will include FMA and CRS plans.

Describe and summarize in a written narrative form, the planning process, who will be involved, and how the public will become involved.

Second-Deliverable (By the due date)

Describe the type of all natural disasters, location, extent, past events, probabilities of future events, vulnerabilities to each identified hazard, impact on the identified community, future buildings, potential human and economic impacts, dollar losses, methodologies used, land uses, development trends; as per DCA requirements.

Assess the risks of each jurisdiction for the entire planning area for each identified hazard and prepare a summarizing report suitable for DCA submittal.

Third-Deliverable (By the due date)

Describe the mitigation strategy, goals, an action plan, individual action items, methods for monitoring, evaluating, updating the mitigation plan within a five-year cycle, the process of local jurisdiction incorporation of the plan, how the community will continue public participation, long-term vulnerabilities, specific mitigation actions and projects being considered to reduce the effects of each hazard identified.

Prepare a report summarizing the findings and conclusions suitable for DCA submittal.

Fourth-Deliverable (By the due date)

Arrange and coordinate one (1) public meeting after the completion of the draft of the revised Plan and prior to its submittal to and approval by DCA. Provide documentation to DCA that such a meeting has taken place. Before the meeting has taken place, the public will be notified using common media procedures such as public service announcements, radio spots; review existing Emergency Management media public involvement procedures, that are currently used and present proposed modifications, announcing the public meetings. For those individuals that do not attend the meeting for all legal addresses in Monroe County, the letter that has been mailed to them, will invite them to submit their comments via e-mail or by US Mail in a self-addressed postage paid envelope.

Prepare the final revised Local Mitigation Strategy (LMS) Document for FEMA review and approval.

Client Provided Activities and Information:

Enactment of resolutions required by DCA for jurisdictions, such as the Monroe County Board of County Commissioners, Key Colony, Islamorada, Marathon, etc., to legally implement the Revised LMS are the responsibility of Monroe County Emergency Management officials and for each individual jurisdiction.

Monroe County Emergency Management personnel will walk through the required signatures, make the public presentations, and be responsible for executing the required DCA documents.

Meetings conducted will be by MCEM. MSEM will provide a digital file of the existing plan.

II. ADDITIONAL SERVICES

Any services not specifically provided for under Section I above shall be considered Additional Services, Including:

Field survey of undocumented conditions.

Value engineering studies, or review of studies prepared by others.

Any extenuating circumstances that require the engineer to respond.

III. ENGINEER'S COMPENSATION

In consideration for Engineer providing the services noted above, the Client agrees to compensate the Engineer as follows:

First-Deliverable: fee will be the lump sum of Two Thousand Five Hundred (\$2,500.00) Dollars for the services described, excluding reimbursable expenses and additional services.

Second-Deliverable: fee for this project will be the lump sum of Seven Thousand Five Hundred (\$7,500.00) Dollars for the services described, excluding reimbursable expenses and additional services.

Third-Deliverable: fee will be the lump sum of Ten Thousand (\$10,000.00) Dollars for the services described, excluding reimbursable expenses and additional services.

Fourth-Deliverable: fee will be the lump sum of Nine Thousand Seven Hundred Fifty (\$9,750.00) Dollars for the services described, excluding reimbursable expenses and additional services.

Total Not-to-Exceed Fee **\$29,750.00**

Fee for Additional Services: In the event that additional services are required for work outside the written scope of work, the following hourly billing rates shall be applied:

Principal	\$120.00 per hour
Project Engineer	\$100.00 per hour
Production personnel	\$65.00 per hour

Reimbursable Expenses: Reimbursable expenses may consist of, copies, auto mileage @ \$0.29 per mile, specially requested CAD plots or reproduction, etc. Reimbursable expenses will be billed at direct cost.

Invoicing: Fees and reimbursable expenses will be invoiced monthly. Basic fees will be billed according to the percentage of work completed. Fees for additional services will be billed hourly.

In witness thereof, the parties hereto have accepted, made and executed this agreement upon the terms, conditions and provisions above stated.

Engineer

Client

Name: James R. Brush, PE
Industry and Environment

By _____

Title: President

Title _____

Date: _____

Date: _____

Address: 103650 O/S Hwy. #46
Key Largo, FL 33037
Vendor # 008951

Address: Monroe County Emergency
Management-
490 63rd Street
Marathon, FL 33050

Attachment B

Scope of Work and Schedule of Payments

Purpose

The Recipient shall submit a revised Local Mitigation Strategy (LMS) document for **Monroe County, Florida**, (hereafter referred to as the "Plan") that is in compliance with the local hazard mitigation requirements of Section 322 of the Disaster Mitigation Act of 2000 (DMA2K) as implemented in the Interim Final Rule (44CFR, Part 201).

First-Deliverable

Timeframe: Due by July 31, 2004.

Estimated Cost: \$ 6,667.00

Federal Share: \$ 5,000.00

Local Match: \$ 1,667.00

By the due date, the Recipient shall provide the Department with the First Contract Period Deliverable consisting of:

1. Documentation that the public is being given an opportunity to comment on the plan.
2. Documentation that neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, businesses, academia and other private and non-profit interests are being invited and encouraged to actively participate in the planning process.
3. Documentation, where appropriate, that existing plans, studies, reports, and technical information were or are being reviewed and are being incorporated into the plan. This documentation must include FMA and CRS plans, if applicable
4. A description of the planning process that is being used to develop the plan, including how it is being prepared, who is involved in the process, and how the public is involved.

Second Deliverable

Timeframe: Due by October 31, 2004

Estimated Cost: \$ 6,667.00

Federal Share: \$ 5,000.00

Local Match: \$ 1,667.00

By the due date, the Recipient shall provide the Department with the Second Contract Period Deliverable consisting of:

1. A description of the type of all natural hazards that can affect the jurisdiction. At a minimum the Plan must address the following hazards: Earthquakes; Tsunamis; Coastal and Riverine Erosion; Landslides/Sinkholes; Hurricanes and Coastal Storms; Severe Storms/Tornadoes; Floods; Wildfires; Dam/Levee Failure; Drought/Heat Wave; and Winter Storms/Freezes. The description must document how any additional hazards were identified. If any of the above hazards are excluded, the Plan must document why they were excluded from the jurisdiction's hazard analysis.
2. A description of the location and extent of each identified hazard that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events for each identified hazard. When appropriate, the hazard analysis should also identify on a map the areas affected by each identified hazard.
3. A description of the jurisdiction's vulnerability to each identified hazard. The description shall include an overall summary of each identified hazard and its impact on the community.

4. A description of vulnerability in terms of the types and numbers of existing buildings, infrastructure, and critical facilities located in each identified hazard area. A rationale for designating a facility as critical shall be included in this section. In the first update of the plan the vulnerability description should also include a discussion of future buildings infrastructure and critical facilities, and the potential human and economic impact that each identified hazard would have on the jurisdiction.
5. A description of vulnerability in terms of an estimate for each identified hazard of the potential dollar losses to vulnerable structures identified and a description of the methodology used to prepare the estimates.
6. A general description of land uses and development trends within the jurisdiction so that mitigation options can be considered in future land use decisions.
7. An assessment of each jurisdiction's risks where they vary from the risks facing the entire planning area for each identified hazard.

Third Deliverable

Timeframe: Due by December 31, 2004

Estimated Cost: \$ 6,667.00
Federal Share: \$ 5,000.00
Local Match: \$ 1,667.00

By the due date, the Recipient shall provide the Department with the Third Contract Period Deliverable consisting of:

1. A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. The Mitigation Strategy shall address FEMA's Floodplain Map Modernization Program and Repetitive Loss Initiative including: prioritization of mitigation measures towards repetitive loss properties; fulfillment of CRS planning requirements, and FEMA's on-going field and database verification projects for repetitive loss properties.
2. A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
3. A plan section that identifies, evaluates, and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard identified, with particular emphasis on new and existing buildings and infrastructure.
4. An action plan describing how the actions identified will be prioritized, implemented, and administered by the local jurisdiction. This Section shall include the implementation timeline; the funding sources or other resources that will be used to implement the strategy, when possible; and the agency or personnel responsible for carrying out these actions. For FEMA program funding these mitigation measures must be cost effective, environmentally sound and technically feasible. The local jurisdiction and the State must prioritize the measures based on these criteria.
5. Individual action items for each jurisdiction requesting FEMA approval of or credit for the plan. For FEMA program funding these mitigation measures must be cost effective, environmentally sound and technically feasible. The local jurisdiction and the State must prioritize the measures based on these criteria.
6. A plan section describing the method and schedule of monitoring, evaluating and updating the mitigation plan within a five-year cycle.
7. A description of the process by which local jurisdictions incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.
8. A discussion on how the community will continue public participation in the ongoing mitigation planning process.

Fourth Deliverable

Timeframe: Due by February 28, 2005

Estimated Cost: \$ 6,666.00

Federal Share: \$ 5,000.00

Local Match: \$ 1,666.00

By the due date, the Recipient shall provide the Department with the Fourth Contract Period Deliverable consisting of:

1. Documentation that at a minimum one public meeting after the completion of the draft and prior to the plan's approval were conducted to solicit formal comments on the plan. In addition the Plan must document the community's efforts to solicit comments from those residents who did not attend the public meetings.

2: The final revised Local Mitigation Strategy (LMS) ready for submission to FEMA for review and approval that fulfills all the requirements for local hazard mitigation plans. A FEMA/State Score Sheet and Crosswalk (Attachment E) with the page numbers of the appropriate sections of the LMS filled in next to each criterion must accompany the LMS.

Please note that the Interim Final Rule requirement for formal adoption by each participating jurisdiction set forth below is outside the scope of this contract. LMS Working Groups may want to delay presenting the plan to the jurisdictions for adoption until FEMA approves the substance of the plan.

44 CFR 201.6(c)(5)- Multi-jurisdictional Plans shall include a copy of the executed resolution formally adopted by the governing bodies of each of the jurisdictions requesting approval of the plan.

Funding Requirements

75% federal funds; 25% local match (local match may be cash or in-kind services or any combination of the two). Please provide a project cost breakdown and specify how the Recipient intends to meet the local match. It is understood that this local match breakout is for planning purposes only and the actual relationship of cash to in-kind services may vary due to circumstance.

Total Project Cost \$ 26,667.00

Federal Share \$ 20,000.00

Local Match \$ 6,667.00

Cash \$ 0.00

In-kind \$ 6,667.00